



SHIRE OF RAVENSTHORPE

APPLICATION FOR PLANNING APPROVAL

Town Planning Scheme No.5 Schedule No.4

Owner details		
Full Name(s):		
Postal Address:		Postcode:
Phone:	Fax:	E-mail:
(work): (home):		
(mobile):		
Contact person:		
Signature:		Date:
Signature:		Date:
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature.</i>		

Applicant details		
Name(s):		
Postal Address:		Postcode:
Phone:	Fax:	E-mail:
(work): (home):		
(mobile):		
Contact person for correspondence:		
Signature:		Date:

Property details		
Street / House No:	Lot No:	Location No:
Street Name:	Locality:	
Nearest street intersection:		
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		

PLEASE FILL IN THE DETAILS ON THE REVERSE


Building / land use
Description of existing development and/or use:
Description of proposed development and/or use:
Nature of any existing buildings and/or use:
Approximate cost of proposed development (excluding GST):
Estimated time of completion:

OFFICE USE ONLY

Acceptance Officer's initials:	Date received:.....
Local government reference no:	

Information to be Submitted

The following information is to be submitted with an Application for Planning Approval:

	REQUIREMENT	
1.	A COMPLETED Application Form (*note – form must be signed by owner and Applicant). Where the property is a strata lot, the owners of the strata or the Body Corporate must also sign the form.	
2.	Payment of Planning Fees.	
3.	Site Plan – (Existing Development) – 1 copy at a scale of no greater than 1:500, 1 copy at A4 size.	
4.	Details to be included on each site plan: <ul style="list-style-type: none"> a) Site Plan at no greater than 1:500 scale showing distances to boundaries, existing structures and features, neighbours windows facing site, existing and proposed ground levels and location of all proposed works, such as fences, yards and car parking; b) Floor plans at 1:100 scale including finished floor level of buildings; c) Elevations at 1:100 scale showing wall and roof heights, types and colours of materials and natural ground level; and d) Any other plans required by Council to enable full consideration of the application. 	
5.	Any other information required to support the application, such as a letter outlining the proposal	

Applications will NOT be accepted for consideration until all required information is received, the application form is completed and signed and the required fee has been paid. Failure to lodge a complete application will delay a decision.